CIA INTERNAL USE ONLY
Approved For Release 2006/12/04 : CIA-RDP70-00211R000500120034-5

ARO's

22 November 1964

To : **Distribution made to All Records Officers & Sullivan**
Also: Records Admin Staff/DDS
[redacted] AEC, GS-450, Step 4

STAT

From : Chief, Records Administration Staff/DDS

Subject: Meeting of Records Officers, 24 November 1964

1. There will be a meeting of all Agency Records Officers on Tuesday, 24 November 1964 at 10:00 A.M. in Room 1E-78, Headquarters.

2. The guest speaker will be Mr. Thomas J. Pagliano, Chief, Records Management Branch, Office of the Comptroller, Atomic Energy Commission. Mr. Pagliano will tell us about some of the techniques used in dealing with unique records management problems.

3. Mr. Pagliano is recognized as one of the leading professionals in the field of records management. He has been in charge of the AEC records management program since his Agency was organized. In addition, he was Chairman of the Mail Management Survey for the Second Hoover Commission. I am sure you will be interested in hearing him.

4. I will look forward to seeing you at the meeting.

[redacted]

STAT

CIA INTERNAL USE ONLY
Approved For Release 2006/12/04 : CIA-RDP70-00211R000500120034-5